

# VIDEO INTERVIEWS

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## WHAT ARE RECORDED VIDEO INTERVIEWS?

Many organizations are using recorded video interview software to conduct the first round of interviews. This allows organizations to save time and expand their pool of candidates.

## WHAT TO EXPECT

Unlike a video call when you speak directly with interviewers, in recorded interviews you will receive prompts with questions and your answers will be recorded for employers to view later. Once selected as a candidate, you will receive a link from the employer inviting you to the interview. Depending on the employer, the actual interview may consist of a few background questions with additional questions tailored to the role. You may have 30 seconds to prepare after seeing the question, and three attempts to answer each interview question. Employer timeframes to complete the video interview vary.

## PREPARING FOR THE INTERVIEW

- **Go over the invitation and instructions:** Be sure you're familiar with the instructions provided by the employer including the time, date and how to log in to the video interview.
- **Know your camera setup.** A laptop camera will likely be most convenient to use for your video interview, though there may be a smartphone or tablet app available.
- **Maximize your internet connection.** Use a hardwired connection whenever possible.
- **Close all programs.** Only keep your browser and any other tabs or windows open that you need to complete the video interview, and log in early to check your internet connection.
- **Select a distraction-free environment.** Record the interview in a room by yourself and silence your phone to avoid interruptions.
- **Be aware of your lighting, positioning, and background.** Check what's behind you to ensure that it's clean and uncluttered. Ideally, place a light in front of you and avoid sources of bright light directly behind you, since this makes it difficult to see your face.
- **Dress professionally.** Dress as you would if you were meeting for a traditional in-person interview.

## DURING THE INTERVIEW

- **Look at the camera.** Prop up your computer so that the camera is at eye level and look at the camera when possible instead of the screen in order to give the appearance of making eye-contact.
- **Don't use earbuds.** Appear on camera as you would in a live interview.
- **Don't panic if you lose the connection.** Close and reopen your web browser, access your invitation and then relaunch your interview. You will be returned to your last unanswered question.
- **Don't let the one-sided interview throw you off.** As you record answers to interview questions, it may seem strange talking to yourself. Imagine you're in the room with people and focus your attention on engaging with them.
- **Practice!** Practicing will help you plan succinct, focused answers and effectively share your strengths and experience.